

Common Course Outline

ACCT 273

Internship - Accounting

3 Credits

Community College of Baltimore County

Description

ACCT 273 – Internship - Accounting provides students with hands on accounting and accounting related work experiences within the accounting profession. The students apply classroom learning to the work environment. The course requires 120 work hours on site. The course is an elective within the Accounting Certificate and Degree Programs.

3 Credits

Prerequisites: ACCT 102, with a minimum overall GPA of 2.5 and consent of the department chair.

Overall Course Objectives

Upon completion of this course students will be able to:

1. participate in the job search and interview process;
2. write measurable learning objectives and evaluate progress toward achieving them;
3. demonstrate appropriate workplace and ethical behaviors in a professional setting;
4. demonstrate knowledge and skills appropriate to job assignment related to the field of study and career goals;
5. demonstrate increased content knowledge gained through practical experience related to the field of study and career goals;
6. describe the internship experience in terms of their personal, educational, and career needs; and
7. summarize personal reflections and a sense of identity and awareness in the field of study and career goals.

Major Topics

- I. Development of Employment Skills
 - A. Research skills
 - B. Résumé building skills
 - C. Job interview skills
 - D. Writing skills
 - E. Communication skills
- II. Cooperative Learning Environment
 - A. Workplace professionalism
 - B. Ethical behavior

- C. Organizational responsibilities
 - D. Personnel responsibilities
 - E. Applied industry knowledge
- III. Collaboration in Employee Settings
- A. Coordination with site supervisor
 - B. Coordination with faculty supervisor
- IV. Documenting the Learning Experience

Course Requirements

Grading procedures will be determined by the individual faculty member but will include the following:

- Daily time log and weekly journal
- Two employer evaluations
- Faculty supervisor's onsite visit
- Internship portfolio
- Internship learning objectives

Written Assignments:

Students are required to utilize appropriate academic resources. Evaluation of student performance will include some formal and/or informal writing assignments that contribute to the mastery of writing within the discipline of accounting. The individual faculty member will determine the specific writing assignments.

Other Course Information

Internship learning objectives are individualized and are developed cooperatively by the student, faculty supervisor, and site supervisor. Once the student has been placed with an employer, he/she will formulate tentative learning objectives with the site supervisor that must be approved by the faculty supervisor. Learning objectives must describe the activities (tasks) that the student will learn and perform on the job. The course would be an elective in Accounting AA Transfer Pattern, Accounting AAS Degree, and Accounting Certificate.